

Professional and Managerial Branch  
Engineering Group  
Engineer Series

E.P.W.U. ENGINEERING SECTION CHIEF

04/92

### *Summary*

Under general direction, plans, directs, supervises and coordinates the operation, function and activities of the Engineering Design Section or Capital Improvements Facilities Section of the Water Utilities: performs related duties as required.

### *Typical Duties*

Develops design criteria and sets parameters for the preparation of construction plans and specifications for water distribution and sanitary sewer collection line projects, water storage facilities, booster pumping stations, sewage lift stations, metering devices and other projects related to utility improvements; assures designs are functional, practical and economical and insures compliance with operational requirements; coordinates design with affected specifications within the approved deadlines.

Serves as project manager on complex water and sewer utility projects as assigned including water and wastewater treatment plant projects, pump stations and major transmission facility projects; coordinates with Consultants, Operating Divisions, Engineering Division, and Contractor Personnel on construction change orders; makes field decisions to resolve construction conflicts; makes certain construction projects are built within the allotted time frame and budget. Serves as a member of Consultant Selection Committee and makes recommendations of award on both Engineering and Construction Projects.

Assists the Engineering Services Manager in the preparation of a long range capital improvement program for water and sewer facilities; prepares and submits technical reports with scope of problem and recommendations; prepares the operating yearly budget for the assigned section; requisitions personnel, supplies, material and equipment. Gives professional advice and assistance to Engineering staff; plans, assigns, reviews and evaluates the work of assigned personnel; trains and develops assigned personnel; enforces personnel rules and regulations, standards of conduct and work attendance; complies with and enforces safe working practices and procedures; maintains records and prepares reports.

### *Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Civil or Sanitary Engineering or closely related Engineering degree (Master's Degree related to water and sewage treatment is desirable) and eight years of civil or sanitary engineering experience in the design, construction or operation of a water or wastewater utility, and including four years of supervisory experience. A Master's degree in Engineering, Business, or related field can be substituted for one year of required experience.

Knowledge, Skills and Abilities: Comprehensive knowledge in the principles and practices of Civil Engineering as it relates to water and sewer design and operation; extensive knowledge of the methods, materials, tools and equipment used in public works design, construction and inspection; extensive knowledge of cost determination techniques; considerable knowledge of administrative managerial practices and procedures; knowledge of the use of the computer-aided drafting and design (CADD) systems.

Ability to supervise, train and evaluate assigned personnel; ability to express oneself clearly and concisely, both orally and in writing; ability to enforce personnel rules and regulations, standards of conduct and work attendance; ability to establish and maintain effective relationships with employees, officials and the general public; ability to make sound decisions; ability to maintain files and prepare reports.

*Physical Requirements:* Mobility within an office, field and construction environment; occasional exposure to weather conditions; operate a motor vehicle through city traffic.

*Special Requirements:* Subject to on-call during non-working hours and mandatory overtime during periods of public works emergency operations.

*Licenses and Certificates:* Registration as a Professional Engineer in the State of Texas or a state having a reciprocal agreement; Texas Class "C" Driver's License or equivalent license issued by another state.

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Director of Personnel

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Department Head